

**Livingston CARES Board Meeting
March 08, 2016**

Draft Minutes

Matthews called the board meeting to order at 4:30pm. Those in attendance and constituting a quorum were:

Present: Matthews, Donohue, Bailey, Lee, Gaylord, Hebel, Yo, Martin, and Kennison

Absent: Bills, Ellison, Gillard, Harvey, Jones, Kallio, Kenney, Lehman, Lee, Morales, Natoli, and Parfitt

Others Present: Alyssa Penn, Stephanie Jacob, and Julie Matthews

Approval of the Minutes: Donohue moved and Lee seconded a motion to approve the February 2nd Board Meeting minutes. Approved and carried with a question on the date of Gumbo to Go.

Officer Reports: President: Connie Rocko is unable to come to Geneseo until Monday, April 18. The Center for Inquiry, Discovery, and Development Board meets on Monday and Tuesday. Cynthia Oswald has offered to do something with our board and Connie Rocko on the evening of Tuesday, April 19th and celebrate the relationship between the College and Harrison County.

Officer Reports: Secretary: Gumbo to Go tickets have been distributed. Hebel has more tickets if any board members sell more than what they were given. Yo is working on the Annual Report so please reach out to her with suggestions or thoughts.

Officer Reports: Finance: None

Review of Financial Statements: Matthews reported that Student Association has provided Livingston CARES \$3,000 toward the service trips for three years. These numbers are reflected in the overall numbers but not yet attributed to individual trips. Lee requested a per capita amount be calculated per trip based on number of participants.

Julie Matthews went through the attached financial statements. The first page of the statement summarizes the current standing of all trips for the year thus far. The second page lists all of the current projects with the beginning balance, cash disbursements thus far, and the ending balance. The Nicaragua project funds will be increased based on a March 1st donation that was made. That will be disbursed soon to build another school in Nicaragua. Finally, the Sandy Relief Fund is going toward contributions for trips to Brooklyn, NY so that fund is being used slowly.

Kennison asked if the funds for Nicaragua are only for the Lou Pasella project or if the account can be used for student groups wanting to donate to other projects in Nicaragua. Matthews clarified that the same Nicaragua account can be used as long as we track where money is coming and going. Julie Matthews suggested adding another name for additional projects to help track the money.

Lee asked how we notify organizations and individuals who hold an account where their budget stands. Julie Matthews shared that when money is taken out for donations or projects, we include a list of checks that have been written to them and where their account stands.

Julie Matthews shared that the final page of the report is a summary of all funds and shows the final cash balance of Livingston CARES accounts. Currently, the organization has \$28,000 in unrestricted funds.

Celebrating Ten Years of Service of Livingston CARES: Matthews will coordinate with Cynthia Oswald to plan a celebration with Connie Rocko.

Update on Livingston CARES Trips: Matthews reported that all of the March trips are filled. Yo is going to Biloxi as the student coordinator with three residence life staff. Hebel is the trip leader for Brooklyn. One student dropped out of the Brooklyn trip on Friday, but the spot has been filled with another student. Give Kids the World is also filled and ready to go. April 1 is the deadline for booking plane tickets for the May Biloxi trip, but the May trips are nowhere near filled. If the Biloxi trip is not filled, we will lose \$500 from the deposit for plane tickets, but that may be a loss we take based on participants. A driver is needed for Brooklyn in May.

The Rochester Weekend of Service went well, but no participants had a vehicle. The Center for Community got two students approved to drive state vehicles, but one driver dropped out leaving one driver to make two trips. Matthews hopes to promote this trip through GISP next year to help draw more students.

Update on Home Away From Home Respite Center: Alyssa Penn reported that the Respite program began on February 18th with three full-time clients who meet twice a week for four hours each session. Eleven students work with the program; seven students are volunteers and four students obtain internship credit. Interns have first dibs on hours and may have some added assignments but function the same as volunteers. Caregivers have provided positive feedback, and the program has had visitors from Rochester and the Alzheimer's Association because this is the only such program in the state.

Matthews reported that approval has not yet been given for a VISTA next year. The Center for Community has been asked to support R-Kids, an after-school program led by Father Billy through St. Michael's Church. The new VISTA will be working with both the Respite Center and the R-Kids program.

Strategic Planning Committee Update: Lee has continued working on the bylaws and hopes to have new bylaws completed before the April meeting.

Action Item - General Disaster Relief and Recovery Fund: Matthews is authorized to approve a fund for disaster relief and recovery but sought board approval. This would be an account to store small funds that can be used to donate to fund disaster relief as necessary. The account would clean up reporting instead of so many small accounts. Donohue moved and Bailey seconded a motion to approve development of the general disaster relief and recovery fund. Approved.

Meeting adjourned at 5:25pm.
Drafted by Samantha Hebel, Secretary

Save these dates:

Tuesday, March 22: Volunteer and Service Awards Dinner at 6:00pm, Big Tree Inn

Thursday, April 7: Gumbo to Go

Monday, April 25: Corporation Meeting/Annual Meeting at 4pm

Monday, April 25: Thank You Dinner at 5:30pm

Committee Assignments: Compliance (Ellison, Lehman, Kennison, Morales); Finance & Audit (Gaylord, Hebel, Lehman, Matthews); Scholarship & Grants (Hebel & Matthews); Nominations (Bailey, Harvey, Kenney, Natoli, Gaylord); Strategic Planning (Bills, Donohue, Jones, Kallio, Lee, Martin, Matthews, Parfitt); Gumbo (Donohue, Gillard); Annual Dinner (Bills, Hebel, Yo).